

**FORM EIA-826**  
**MONTHLY ELECTRIC UTILITY SALES AND REVENUE REPORT**  
**WITH STATE DISTRIBUTIONS - 1999**

**GENERAL INFORMATION**

**I. PURPOSE**

Form EIA-826 collects information on retail sales of electric energy from a sample of U.S. electric utilities.

National, Census division, and State level estimates, based on data collected on this form, appear in the following EIA publications: *Electric Power Monthly*, *Electric Power Annual Volume I*, *Energy Review*, and the *Annual Energy Review*.

**II. WHO MUST SUBMIT**

The form EIA-826 survey is to be completed by those electric utilities in the 50 states and the District of Columbia, which have been selected to report electric energy information on a monthly basis. The Form EIA-826 sample of respondents are chosen from the Form EIA-861, "Annual Electric Energy Industry Report." The Form EIA-861 is used to collect retail sales of electricity and associated revenue from the over 3,200 electric utilities in the United States, its territories, and Puerto Rico, on an annual basis.

For the purpose of this report, an electric utility is a corporation, person, agency, authority, or other legal entity or instrumentality (including power marketers)

that owns and/or operates facilities including business premises within the United States, its territories, or Puerto Rico for the generation, transmission, distribution, or sale of electric energy primarily for the use by the public.

**III. WHAT, WHERE, AND HOW TO SUBMIT**

Please submit a completed, signed, and dated Form EIA-826 to the Energy Information Administration (EIA) of the U.S. Department of Energy. Please use one of the following reporting options:

**Option 1: Email or FAX your Form EIA-826 to the EIA at (202) 426-0003.**

**Option 2: Mail your Form EIA-826 to the EIA at the following address:**

**U.S. Department of Energy  
Energy Information Administration, EI-53  
Mail Station: BG-076 (Form EIA-826)  
1000 Independence Ave., SW  
Washington, D.C. 20077-5651**

**NOTE**

- *The retail electricity sales and associated revenue data by State and consumer class that your utility files on the Form EIA-861, "Annual Electric Utility Report," **should equal** the sum of the 12 monthly submissions of this report. If your utility also files the Form EIA-412, "Annual Report of Public Electric Utilities," or the Federal Energy Regulatory Commission (FERC) Form 1, "Annual Report of Major Electric Utilities, Licensees, and Others," the retail electricity sales and associated revenue data reported on these forms, **should equal** the sum of the 12 monthly submissions of the Form EIA-826 (for corresponding States). Where appropriate, please submit revisions to monthly Form EIA-826 data.*
- **Do not include** sales for resale in your submission.

**GENERAL INFORMATION (Continued)**

If there are any corrections/revisions to data previously submitted on the Form EIA-826, please resubmit a Form EIA-826 for the reporting month(s) affected.

Please retain a completed copy of this form for your files. Should you have any questions regarding the Form EIA-826 or need additional information, contact:

**Deborah Bolden**

**Telephone Number: (202) 426-1235**

**FAX Number: (202) 426-0003**

**INTERNET: [dbolden@eia.doe.gov](mailto:dbolden@eia.doe.gov)**

**IV. WHEN TO SUBMIT**

The Form EIA-826 must be submitted monthly (by the last calendar day of the month following the reporting month). For example, data for the January reporting period are due to the EIA by February 28.

**V. SANCTIONS AND CONFIDENTIALITY STATEMENTS**

The timely submission of Form EIA-826 is mandatory under the Federal Energy Administration Act of 1974 (Public Law 93-275) and other statutes. Late filing or failure to file, keep records, or comply with these instructions may result in criminal fines, civil penalties, and other sanctions as provided by section 13(I) of the Federal Energy Administration Act. The information reported on the Form EIA-826 is not considered confidential.

## **FORM EIA-826 GENERAL INSTRUCTIONS**

Please verify all preprinted information; if incorrect, draw a line through the incorrect entry and provide the correct information. Provide any missing information.

**Report retail sales, associated revenue, and consumer count data in whole numbers (i.e., no decimal points).**

### **1. Electric Energy Information**

- a. Report in **megawatthours** the sales of electric energy to ultimate consumers and in **thousand dollars** the revenue associated with the sale of electric energy to ultimate consumers as defined in operating revenue accounts 440, 442, 444-446, and 448 of the Federal Energy Regulatory Commission's Uniform System of Accounts for Public Utilities and Licensees (U.S. of A) (18 CFR Part 101) for each State preprinted on the form. State codes are two-character postal abbreviations.
- To convert kilowatt-hours to megawatthours divide by 1,000. For example: 1,000 kilowatthours = 1 megawatthour.
  - **Do not include** sales for resale in your submission.
  - Sales to consumers (i.e., farms and irrigation) that the utility has no system for separating into residential, commercial, and industry classifications, should be classified based on the classification of the consumer that their rate schedule most closely resembles. If there is no rate schedule distinction, report commercial consumers as those having a demand less than 1,000 kilowatts and industrial consumers as those having a demand greater than or equal to 1,000 kilowatts.

- b. Where exact data are not available, report estimated values. When exact data becomes available, resubmit the Form EIA-826 for each appropriate month.
- c. Negative values are not acceptable.
- d. It should be noted that the use of the Uniform System of Accounts for the reporting of data by municipalities is preferred but not required, subject to the Provisions of the Federal Power Act (18 CFR 101).
- e. Number of consumers is the number of end-users by sector during the reporting period.

### **2. Explanatory Notes**

Use this area to indicate any occurrences that significantly alter the data when comparing data for the current reporting month against prior reporting history.

**Example:** Prior reporting period adjustments, weather, gain or loss of customers, irrigation demand changes, seasonal electricity rate changes, reclassifications, and mergers.

## DEFINITIONS

1. Commercial - The consumers of the commercial sector that includes electricity supplied to nonmanufacturing business establishments, including hotels, motels, restaurants, wholesale businesses, retail stores, and health, social, and educational institutions, North American Industry Classification System (NAICS). The utility may classify commercial service as all consumers whose demand or annual use exceeds some specified limit. The limit may be set by the utility based on the rate schedule of the utility. Sales to consumers that the utility has no system for separating into residential, commercial and industrial classifications, should be classified based on the classification of the consumer that their rate schedule most closely resembles. If there is no rate distinction, report commercial consumers as those with demand less than 1,000 kilowatts.
2. Industrial - The consumers of the industrial sector that is generally defined as manufacturing, construction, mining, agriculture, fishing, and forestry establishments, NAICS codes. The utility may classify industrial service using the NAICS codes, or based on demand or annual usage exceeding some specified limit. The limit may be set by the utility based on the rate schedule of the utility. If there is no rate distinction, report industrial consumers as those with demand greater than or equal to 1,000 kilowatts.
3. Other - The other category is defined as representing electricity consumers not elsewhere classified. This category includes public street and highway lighting service, service to public authorities, railroad and railway service, and interdepartmental services.
  - a. Interdepartmental Service

Interdepartmental services includes amounts charged by the electric department at tariff or other specified rates for electricity supplied by it to other utility departments.
  - b. Service to Public Authorities

Public authority service includes electricity supplied and services rendered to municipalities or divisions or agencies of State or Federal governments, under special contracts or agreements or service classifications applicable only to public authorities.
- c. Public Street and Highway Lighting Service

Public street and highway lighting service includes electricity supplied and services rendered for the purpose of lighting streets, highways, parks and other public places; or for traffic or other signal system service, for municipalities, or other divisions or agencies of State or Federal governments.
- d. Railroad and Railway Services

Railroad and railway services include electricity supplied and services rendered to railroads and interurban and street railways, for general railroad use including the propulsion of cars or locomotives, where such electricity is supplied under separate and distinct rate schedules.
4. Residential - The consumers of the residential sector are defined as household establishments that consume energy primarily for space heating, water heating, air conditioning, lighting, refrigeration, cooking, and cloths drying. The classification of an individual consumer's account, where the use is both residential and commercial, is based on principal use. For the residential class, do not duplicate consumer accounts due to multiple metering for special services (e.g., water heating). Apartment houses and other multi-unit dwellings are included.
5. Total

This category shall consist of the sum of retail sales of electricity to ultimate consumers and associated revenue, to the following sectors: residential, commercial, industrial, public street and highway lighting, and other.